

Property BID
Best Practices Seminar
Thursday, March 19, 2009
9:30 AM - 2:30 PM

Location: City Controller Conference Room
200 N. Main Street, Room 351A
Los Angeles, CA 90012
213-978-1099

Agenda

9:00 am - 9:30 am	Registration	Josie/Maria
9:30 am - 9:40 am	Introductions - PBID Best Practices Overview Intro: Why & What this workshop will do for you Introduce self, executive management & SAS personnel housekeeping: bathroom location	Miranda
9:50 am - 10:10 am	Business Improvement Districts Background/History of BIDs Importance of BIDs in Los Angeles & Internationally L.A. BID Consortium Highlights of the Streets & Highway Code Section 36600 et seq	Estela Lopez Carol Schatz Laurie Hughes Rick
10:10 am -10:30 am	Accounting Practices for Business Improvement Districts IRS/Government Standards/GAAP/ Separation of Duties Annual Financial Statements How to prepare for City Audit BID accounting software Financial Reports from the City Clerk's Office/County How do I understand them? What should I do with them? Questions	Marjorie Grant Don Duckworth Ellen & Emelia
10:30 am - 12:00pm	City Reporting Requirements (timeliness/accuracy) Invoices Quarterly Reports/Newsletters Annual Financial Statement (due dates) Annual Planning Report Data Submission Requirements Renewals: affects of Silicon Valley Case Brown Act Requirements Public Records Act Reporting Exercise	Rosemary Rosemary Eugene Paul Dennis Miranda Rick Jose Miranda
12:00 pm - 1:00 pm	Lunch	All Participants
1:00 pm - 1:30 pm	Best Practices for Business Improvement Districts Relationships with stakeholders Relationships with Boards BID Board Financial Oversight Property Owner Assessment Resolution	Kerry
1:30 pm -2:00 pm	Questions & Comments	SAS personnel
2:00 pm - 2:30 pm	MBIDs Discussion	